



CITY OF HOUSTON

Job Posting

Applications accepted from:	All Persons Interested
Job Classification	DIVISION MANAGER
Posting Number	PN # 103270
Department	INFORMATION TECHNOLOGY DEPARTMENT
Division	ADMINISTRATION
Section	
Reporting Location	611 Walker, 9 th Floor
Workdays & Hours	M-F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages the Administrative group for the Information Technology Department. The group is comprised of budget and finance, payables, telephone billing, HR and department administration support functions. The division manager reports to the Assistant Director and is responsible for the day-to-day operations of the section, which interfaces with all ITD divisions, the F&A Business Office, other departments, City Vendors and Contractors. Specific responsibilities include preparation of the division budget, monitoring of division expenditures, coordination of division procurement and payables activities, coordination of division personnel actions, paying and monitoring citywide telephone billing activities, development of division and citywide contracts and processing contract payments, personnel performance planning, facilities planning and administration, supplies and receptionist functions, and other special projects as assigned.

WORKING CONDITIONS

Position is physically comfortable.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Finance, Accounting, Economics or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity.

A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Extensive directly relevant experience with the City of Houston budget/Purchasing and HR Systems preferred. Extensive familiarity with personal computer software such as Excel and MS Word. Familiar with the City's Advantage Financial Systems. Strong interpersonal and communication skills.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 29	
\$1,885 - \$2,639 Biweekly	\$49,010 - \$68,614 Annually

OPENING DATE

March 2, 2005

CLOSING DATE

March 22, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9496.**

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